

## EPAP Qualification Standards Table

Updated March 14, 2019

The EPAP Minimum Standards are made of combined Education\* and specified Specialized or Professional Experience - see details below for each EPAP area.

"**Professional Experience**" is defined as: experience gained in a recognized field such as journalism; social sciences; business management; project management; marketing; economics; political science; law; engineering; computer science; healthcare; teaching; or natural sciences. *(Note: Professional experience does not include clerical or receptionist work experience.)*

"**Specialized Experience**" is required for some EPAP areas. See specific qualification standards for definition.

\* To be recognized as a related degree, at least 60% of the courses listed in the transcript must be closely related to the EPAP position for which the applicant applies.

\*\*To be credited as specialized experience, 60% or more of the duties must be in the functional or closely related field. Successful prior service in an EPAP position in the same area is considered Specialized Experience.

\*\*\* Prior EPAP "fully successful" experience must be documented in the candidate's performance appraisal(s) submitted at the time of application.

All positions require a minimum level of business proficiency (3/3) in English.

EPAP Position Title	EPAP Grade	EPAP Minimum Standards		General Professional Experience	Specialized Experience
		Education* and Experience**	Prior EPAP Employment***		
Political EPAP	FP-06	BA/BS or above in any field <b>and</b> 4 years professional experience.	N/A	Experience gained in a field such as journalism; social sciences; business; management; project management; marketing; economics; political science; law; engineering; computer science; healthcare; teaching; or natural sciences. Professional experience may include research; analysis; reporting; management oversight.	N/A
	FP-05	BA/BS in Int'l Relations, Political Science, History, Geography, Sociology, Anthropology, or related field <b>and</b> 2 years professional experience.	or Minimum 12 months "fully successful" employment in Political EPAP position at FP-06 <b>or</b> FP-05 level.		
	FP-04	MA/MS, JD, or above in Int'l Relations, Political Science, History, Geography, Sociology, Anthropology, or related field <b>and</b> 1 year professional experience.	or Minimum 18 months "fully successful" employment in Political EPAP position at FP-05 level, <b>or</b> minimum 12 months "fully successful" at FP-04.		

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Management EPAP	FP-06	BA/BS or above in any field <b>and</b> 4 years professional experience.	N/A		Experience gained in a field such as journalism; social sciences; management; project management; marketing; economics; political science; law; engineering; computer science; healthcare; teaching; or natural science. Professional experience may include research; analysis; reporting; management oversight.	N/A
	FP-05	BA/BS in Public Administration, Business Administration, Operations, Finance, or related field <b>and</b> 2 years professional experience.	or	Minimum 12 months "fully successful" employment in Management EPAP position at FP-06 <u>or</u> FP-05 level.		
	FP-04	MA/MS, JD, or above in Public Administration, Business Administration, Operations, Finance, or related field <b>and</b> 1 year professional experience.	or	Minimum 18 months "fully successful" employment in Management EPAP position at FP-05 level, <u>or</u> minimum 12 months "fully successful" at FP-04.		
Economic EPAP	FP-06	BA/BS or above in any field <b>and</b> 4 years professional experience.	N/A		Experience gained in a field such as journalism; social sciences; business; management; project management; marketing; economics; political science; law; engineering; computer science; healthcare; teaching; or natural sciences. Professional experience may include research; analysis; reporting; management oversight.	N/A
	FP-05	BS/BA in Economics, Finance, Trade, Energy, Environmental Health Science, Business, or related field <b>and</b> 2 years professional experience.	or	Minimum 12 months "fully successful" employment in Economic EPAP position at FP-06 <u>or</u> FP-05 level.		
	FP-04	MA/MS, JD, or above in Economics, Finance, Trade, Energy, Environmental Health Science, Business, or related field <b>and</b> 1 year professional experience.	or	Minimum 18 months "fully successful" employment in Economic EPAP position at FP-05 level, <u>or</u> minimum 12 months "fully successful" at FP-04.		
Human Resources EPAP	FP-05	HS Diploma/GED Certificate <b>and</b> 3 years specialized experience.	or	Minimum 12 months "fully successful" employment in Human Resources EPAP position at FP-05 level.	N/A	Recruitment and staffing; staff training and development; performance management and appraisal; employee relations; salary and benefits administration; employee policies and procedures; labor relations and laws – including EEO; position classification; and supervision of HR staff. “Specialized experience” is professional work directly relevant to human resources work.
		BA/BS or above in non-related field <b>and</b> 2 years specialized experience.				
	FP-04	HS Diploma/GED Certificate <b>and</b> 5 years specialized experience.	or	Minimum 18 months "fully successful" employment in Human Resources EPAP position at FP-05 level, <u>or</u> minimum 12 months "fully successful" at FP-04.		
		BA/BS or above in any field <b>and</b> 4 years specialized experience.				
		BA/BS or above in Human Resources, Personnel, or Labor Relations <b>and</b> 3 year specialized experience.				

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Public Diplomacy EPAP	FP-06	BA/BS or above in non-related field and 4 years professional experience.	N/A		Experience gained in a field such as journalism; social sciences; business; management; project management; marketing; economics; political science; law; engineering; computer science; healthcare; teaching; or natural sciences. Professional experience may include research; analysis; reporting; management oversight.	N/A
	FP-05	BA/BS in Public Relations, Media, Marketing, Communications, Journalism, or related field and 2 years professional experience.	or	Minimum 12 months "fully successful" employment in Public Diplomacy EPAP position at FP-06 or FP-05 level.		
	FP-04	MA/MS, JD, or above in Public Relations, Media, Marketing, Communications, Journalism, or related field and 1 year professional experience.	or	Minimum 18 months "fully successful" employment in Public Diplomacy EPAP position at FP-05 level, or minimum 12 months "fully successful" at FP-04 level.		
Financial Management EPAP	FP-05	BA/BS in any field with 24 semester hours in Accounting, Finance, Auditing or Statistics and 2 years specialized experience.	or	Minimum 12 months "fully successful" employment in Financial Management EPAP position at FP-05 level.	N/A	Financial management involving the preparation, justification, or management of an organization's budget; work in a business or industrial concern with responsibilities for program planning, organization, methods and procedures; accounting including interpretation and use of financial data for informed decision-making and the efficient and optimal use of resources; Teaching comprehensive budget, fiscal or accounting courses in an accredited educational institution above the high school level; development and/or implementation of internal controls and compliance with laws and regulations related to financial management; banking, currency purchasing or treasury operations; or payroll plan development and/or administration.
	FP-04	BA/BS in Accounting or Finance and 3 years specialized experience.	or	Minimum 18 months "fully successful" employment at the FP-05 level or minimum 12 months "fully successful" employment in Financial Management EPAP position at FP-04 level.		
	FP-03	MA/MS in Business or Public Administration with a concentration in Accounting or Finance.	N/A			

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Information Management EPAP	FP-06	HS Diploma/GED Certificate and 5 years specialized experience and no certifications.	N/A		N/A	Work with computers, upgrade, repair, replace hardware and software components; or work with network devices, switches and routers; or performing Sys-Admin functions such as- mail server maintenance; add, delete and assign users to roles, patch management and server maintenance; configure or administer virtual network environment; or Program Management for IT projects or Data Analytics experience.
		AA/AS in an IT-related field earned within the past 2 years; or a BA/BS or higher degree in a non-IT field and at least 1 year specialized experience in the past 5 years; or served in a US Military IT Specialty Code and 2 years specialized experience within the last 5 years of experience.				
	FP-05	HS Diploma/GED Certificate and 8 years specialized experience with 1 certification in an IT-related field (for example: MCSA, MCSE, CSMA, CCNP or CISSP).	or	Minimum 12 months "fully successful" employment in an Information Management EPAP position at FP-06 level or any grade above and met the training requirements in place at the time of prior EPAP-IM employment.		
		IT-related AA/AS and at least 2 years of specialized experience in the past 5 years; or IT-related BA/BS or higher degree earned within the past 5 years.				
Office Management EPAP	FP-07	HS Diploma/GED Certificate and 3 years specialized experience.	N/A		General office management or administrative assistant experience. Does not include strictly clerical or receptionist work.	Duties must have been a combination of secretarial, administrative assistant or office management components, including but not limited to managing the calendar(s) and schedule(s) for one or more senior staff; proofing and editing documents as well as tracking written materials and maintaining office files; preparing documents or computer presentations for meetings, including facilitating agendas and following up on commitments made at meetings; providing computer support or all types and knowledge management; and planning and assisting with official events and visitors.
		AA/AS in Office Management, Business Administration, or related field and 2 years professional experience.				
	FP-06	BA/BS+ in any field and 2 year professional experience	or	Minimum 12 months "fully successful" employment in Office Management EPAP position at FP-07 or FP-06 level.		

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General Services EPAP	FP-05	HS Diploma/GED Certificate and 3 years specialized experience.	or	Minimum 12 months "fully successful" employment in a General Service EPAP position at FP-05 level.	N/A	Procurement practices and procedures; negotiating contracts; supervision of contractual services for utilities and equipment; responsibility for scheduling large shipments of domestic or overseas freight, and managing customs clearances; supervision of inventory of supplies and equipment; supervision of motor pool operations, including management and servicing of vehicles; negotiating for the purchase and leasing of real property; managing a pool of housing, developing space assignments and maintaining individual units; or managing an employee travel program encompassing a wide variety of types of travel and destinations.
		BA/BS or above in non-related field and 2 years specialized experience.				
	FP-04	HS Diploma/GED Certificate and 5 years specialized experience.	or	Minimum 18 months "fully successful" employment in General Services EPAP position at the FP-05 level or minimum 12 months "fully successful" employment in General Services EPAP position at FP-04 level.	N/A	
		BA/BS or above in non-related field and 4 years specialized experience.				
		BA/BS in Public Administration, Business Administration, Industrial Engineering, Industrial Management, or related field and 2 years specialized experience.				
		MA/MS in Public Administration, Business Administration, Industrial Engineering, Industrial Management, or related field and 1 year specialized experience.				
Facility Manager EPAP	FP-04	HS Diploma/GED Certificate and 10 years specialized experience.	N/A	N/A	Experience in facilities operations and/or maintenance; strategic operations planning; working with projects that require specialized knowledge of engineering drawings and designs; working with projects that require specialized knowledge of safety functions and applicable building codes; managing and administering preventative and non-preventative maintenance programs; managing the financial aspects of a variety of contracts and supervising staff; or related experience.	
		BA/BS - Any field and 3 years specialized experience.				
		MA/MS - Any field and 2 years specialized experience.				
		BA/BS or above in Facility Management (FM) or Facilities Engineering (FE).				

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<b>Registered Nurse (and RN equivalent) EPAP</b>	FP-05	Degree, certificate or diploma from an accredited School of Nursing. U.S. RN license or equivalent and 2 years specialized, within the last 5 years.	N/A	N/A	Recent experience providing direct in-patient and out-patient care. Ability to evaluate by means of a health history, observation, interview, physical examination and selected diagnostic measures, and treat and teach within the Scope of Nursing, and in collaboration with medical staff. BLS certified (or eligible).
<b>Nurse Practitioner/ Physician Assistant EPAP</b>	FP-04	Master's degree in a health-related field. National certification and licensure in a U.S. state and 3 years specialized, of full-time clinical experience within the past 7 years, post certification, with at least 75% involved in direct primary care.	N/A	N/A	Recent experience providing "Primary care": encompassing adult and pediatric diagnosis and treatment of acute illness and management of chronic diseases, routine gynecologic care, prenatal care, adult health maintenance and preventive health care, well child care and immunization management. Ability to manage a Health Unit and supervise diverse employees. BLS and ACLS certified (or eligible).
	FP-03	Master's degree in a health-related field. National certification and licensure in a U.S. state and 5 years specialized, full-time clinical experience within the past 7 years, post certification, with at least 75% involved in direct primary care.			
<b>Medical Laboratory Scientist/ Medical Technologist EPAP</b>	FP-05	Bachelor's degree in related field and completion of an NAACLS program for MLS or MT. U.S. National MLS and MT certification and 5 years specialized, of full-time post-certification laboratory work within the last 7 years.	N/A	N/A	Recent experience in all areas of the medical laboratory including Parasitology, Microbiology, Chemistry, Immunology, Hematology, Blood Banking and Urinalysis, with progressively responsible supervisory experience as a Medical Technologist/Medical Laboratory Scientist.

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Physician EPAP	FP-02	Doctorate in Medicine or Osteopathy (MD or DO) from an accredited medical program. Completion of residency and board certification in either Family Practice, Emergency Medicine, Internal Medicine, Pediatrics, or Obstetrics/Gynecology. Must possess a valid U.S. medical license or equivalent and 3 years specialized, of full time post-residency clinical experience within the past seven (7) years, in providing primary care to adults, children, and infants, with at least 75% of the time involved in direct patient care.	N/A	N/A	Doctorate in Medicine or Osteopathy (MD or DO) from an accredited medical program. Completion of residency and board certification in either Family Practice, Emergency Medicine, Internal Medicine, Pediatrics, or Obstetrics/Gynecology. Must possess a valid U.S. medical license or equivalent and 5 years specialized, of full time post-residency clinical experience within the past seven (7) years, in providing primary care to adults, children, and infants, with at least 75% of the time involved in direct patient care.
	FP-01	Doctorate in Medicine or Osteopathy (MD or DO) from an accredited medical program. Completion of residency and board certification in either Family Practice, Emergency Medicine, Internal Medicine, Pediatrics, or Obstetrics/Gynecology. Must possess a valid U.S. medical license or equivalent and 5 years specialized, of full time post-residency clinical experience within the past seven (7) years, in providing primary care to adults, children, and infants, with at least 75% of the time involved in direct patient care.			

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<b>Psychiatrist EPAP</b>	FP-02	Doctorate in Medicine or Osteopathy (MD or DO) from an accredited medical program. Successful completion of an internship and psychiatric residency training program. Current broad certification by the American Board of Psychiatry & Neurology (ABPN). Current, valid, and unrestricted license to practice medicine in a state, the District of Columbia, Puerto Rico, or a territory of the United States and 3 years post-residency clinical experience with at least 50% of the applicant's time involved in direct patient care during the last five years.	N/A	N/A	Experience in team building, leadership, and management in a multidisciplinary setting are preferred. Effective written and oral communication skills and the ability to present findings in a clear and concise manner to both medical and non-medical personnel. Public speaking skills as well as knowledge and hands-on familiarity of computer systems and software are also desirable qualities. Strong command of the English language to include grammar, spelling and punctuation. Must consistently meet a high standard for English, both written (overall structure as well as grammar, spelling and punctuation) and spoken (overall structure as well as delivery, clarity and succinctness). BLS and ACLS certified (or eligible).
	FP-01	Doctorate in Medicine or Osteopathy (MD or DO) from an accredited medical program. Successful completion of an internship and psychiatric residency training program. Current broad certification by the American Board of Psychiatry & Neurology (ABPN). Current, valid, and unrestricted license to practice medicine in a state, the District of Columbia, Puerto Rico, or a territory of the United States and 5 years post-residency clinical experience with at least 50% of the applicant's time involved in direct patient care during the last five years.		N/A	